



RECORDKEEPING

For Perc Dry Cleaning Facilities

For

2010

Notice: Failure to comply with the dry cleaning regulations may result in enforcement action which can include civil charges not to exceed \$32,000 per day of violation.

Department of Environmental Quality
Small Business Assistance
629 East Main Street
Richmond, Virginia 23218
(804) 698-4394

JANUARY 2010

Monitor once each week. Write an "M" on each day you monitor.

Monday	Tuesday	Wednesday	Thursday	Friday	Sat.	Sun.
1/4	1/5	1/6	1/7	1/8	1/9	1/10
1/11	1/12	1/13	1/14	1/15	1/16	1/17
1/18	1/19	1/20	1/21	1/22	1/23	1/24
1/25	1/26	1/27	1/28	1/29	1/30	1/31

This form was developed for the most commonly used monitoring. The regulation allows alternatives.

WEEKLY MONITORING RESULTS

LEAKS: During operation, check: gaskets (door, filter and other), pumps, valves, seals, pipe & hose connections and any other potential perc leak location.
****USE PERC DETECTOR at least once each month.**
Sight, smell and feel is other leak check method.

TEMPERATURE: Read temp. of perc laden air after it passes over the refrigerated condenser. If not sure where, ask maintenance man or manufacturer.

Week of	Date Monitored	Leak Check Method	Location of Perc Leaks	Temp. Maximum = 45°F / 7.2°C	Temp. Pass or Fail?
Jan 4 - 10		<input type="checkbox"/> Detector <input type="checkbox"/> Other	<input type="checkbox"/> Leak at: <input type="checkbox"/> No leaks	°F or °C	<input type="checkbox"/> Fail <input type="checkbox"/> Pass
Jan 11- 17		<input type="checkbox"/> Detector <input type="checkbox"/> Other	<input type="checkbox"/> Leak at: <input type="checkbox"/> No leaks	°F or °C	<input type="checkbox"/> Fail <input type="checkbox"/> Pass
Jan 18- 24		<input type="checkbox"/> Detector <input type="checkbox"/> Other	<input type="checkbox"/> Leak at: <input type="checkbox"/> No leaks	°F or °C	<input type="checkbox"/> Fail <input type="checkbox"/> Pass
Jan 25- 31		<input type="checkbox"/> Detector <input type="checkbox"/> Other	<input type="checkbox"/> Leak at: <input type="checkbox"/> No leaks	°F or °C	<input type="checkbox"/> Fail <input type="checkbox"/> Pass

REPAIRS FOR LEAKS or FAILED TEMPERATURE

Date discovered:			
Date parts ordered:			
Date Parts Received:			
Date Repair Completed:			
Repair Deadlines Met?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

REPAIR DEADLINE if no parts are needed: 24 hours after discovery.

DEADLINES if parts are needed:
a) **ORDER** parts within **2 working days** of discovery;
b) **INSTALL** parts (complete repair) within **5 working days** of receipt.

PERC PURCHASES

Date	Amount
Total	

Keep receipts for these perc purchases on site for 5 years.

FEBRUARY 2010

Monitor once each week. Write an "M" on each day you monitor.

Monday	Tuesday	Wednesday	Thursday	Friday	Sat.	Sun.
February 1	2/2	2/3	2/4	2/5	2/6	2/7
2/8	2/9	2/10	2/11	2/12	2/13	2/14
2/15	2/16	2/17	2/18	2/19	2/20	2/21
2/22	2/23	2/24	2/25	2/26	2/27	2/28

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WEEKLY MONITORING RESULTS

LEAKS: During operation, check: gaskets (door, filter and other), pumps, valves, seals, pipe & hose connections and any other potential perc leak location.
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TEMPERATURE: Read temp. of perc laden air after it passes over the refrigerated condenser. If not sure where, ask maintenance man or manufacturer.

Week of	Date Monitored	Leak Check Method	Location of Perc Leaks	Temp. Maximum = 45°F / 7.2°C	Temp. Pass or Fail?
Feb 1 - 7		<input type="checkbox"/> Detector <input type="checkbox"/> Other	<input type="checkbox"/> Leak at: <input type="checkbox"/> No leaks	°F or °C	<input type="checkbox"/> Fail <input type="checkbox"/> Pass
Feb 8 - 14		<input type="checkbox"/> Detector <input type="checkbox"/> Other	<input type="checkbox"/> Leak at: <input type="checkbox"/> No leaks	°F or °C	<input type="checkbox"/> Fail <input type="checkbox"/> Pass
Feb 15- 21		<input type="checkbox"/> Detector <input type="checkbox"/> Other	<input type="checkbox"/> Leak at: <input type="checkbox"/> No leaks	°F or °C	<input type="checkbox"/> Fail <input type="checkbox"/> Pass
Feb 22- 28		<input type="checkbox"/> Detector <input type="checkbox"/> Other	<input type="checkbox"/> Leak at: <input type="checkbox"/> No leaks	°F or °C	<input type="checkbox"/> Fail <input type="checkbox"/> Pass

REPAIRS FOR LEAKS or FAILED TEMPERATURE

Date discovered:			
Date parts ordered:			
Date Parts Received:			
Date Repair Completed:			
Repair Deadlines Met?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

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PERC PURCHASES

Date	Amount
Total	

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MARCH 2010

Monitor once each week. Write an "M" on each day you monitor.

Monday	Tuesday	Wednesday	Thursday	Friday	Sat.	Sun.
March 1	3/2	3/3	3/4	3/5	3/6	3/7
3/8	3/9	3/10	3/11	3/12	3/13	3/14
3/15	3/16	3/17	3/18	3/19	3/20	3/21
3/22	3/23	3/24	3/25	3/26	3/27	3/28

WEEKLY MONITORING RESULTS

LEAKS: During operation, check: gaskets (door, filter and other), pumps, valves, seals, pipe & hose connections and any other potential perc leak location.
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TEMPERATURE: Read temp. of perc laden air after it passes over the refrigerated condenser. If not sure where, ask maintenance man or manufacturer.

Week of	Date Monitored	Leak Check Method	Location of Perc Leaks	Temp. Maximum = 45°F / 7.2°C	Temp. Pass or Fail?
Mar 1 - 7		<input type="checkbox"/> Detector <input type="checkbox"/> Other	<input type="checkbox"/> Leak at: <input type="checkbox"/> No leaks	°F or °C	<input type="checkbox"/> Fail <input type="checkbox"/> Pass
Mar 8 - 14		<input type="checkbox"/> Detector <input type="checkbox"/> Other	<input type="checkbox"/> Leak at: <input type="checkbox"/> No leaks	°F or °C	<input type="checkbox"/> Fail <input type="checkbox"/> Pass
Mar 15 - 21		<input type="checkbox"/> Detector <input type="checkbox"/> Other	<input type="checkbox"/> Leak at: <input type="checkbox"/> No leaks	°F or °C	<input type="checkbox"/> Fail <input type="checkbox"/> Pass
Mar 22 - 28		<input type="checkbox"/> Detector <input type="checkbox"/> Other	<input type="checkbox"/> Leak at: <input type="checkbox"/> No leaks	°F or °C	<input type="checkbox"/> Fail <input type="checkbox"/> Pass

REPAIRS FOR LEAKS or FAILED TEMPERATURE

Date discovered:			
Date parts ordered:			
Date Parts Received:			
Date Repair Completed:			
Repair Deadlines Met?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

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PERC PURCHASES

Date	Amount
Total	

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APRIL 2010

Monitor once each week. Write an "M" on each day you monitor.

Monday	Tuesday	Wednesday	Thursday	Friday	Sat.	Sun.
3/29	3/30	3/31	April 1	4/2	4/3	4/4
4/5	4/6	4/7	4/8	4/9	4/10	4/11
4/12	4/13	4/14	4/15	4/16	4/17	4/18
4/19	4/20	4/21	4/22	4/23	4/24	4/25
4/26	4/27	4/28	4/29	4/30	May 1	5/2

WEEKLY MONITORING RESULTS

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Week of	Date Monitored	Leak Check Method	Location of Perc Leaks	Temp. Maximum = 45°F / 7.2°C	Temp. Pass or Fail?
Mar 29- April 4		<input type="checkbox"/> Detector <input type="checkbox"/> Other	<input type="checkbox"/> Leak at: <input type="checkbox"/> No leaks	°F or °C	<input type="checkbox"/> Fail <input type="checkbox"/> Pass
April 5 - 11		<input type="checkbox"/> Detector <input type="checkbox"/> Other	<input type="checkbox"/> Leak at: <input type="checkbox"/> No leaks	°F or °C	<input type="checkbox"/> Fail <input type="checkbox"/> Pass
April 12 - 18		<input type="checkbox"/> Detector <input type="checkbox"/> Other	<input type="checkbox"/> Leak at: <input type="checkbox"/> No leaks	°F or °C	<input type="checkbox"/> Fail <input type="checkbox"/> Pass
April 19 - 25		<input type="checkbox"/> Detector <input type="checkbox"/> Other	<input type="checkbox"/> Leak at: <input type="checkbox"/> No leaks	°F or °C	<input type="checkbox"/> Fail <input type="checkbox"/> Pass
April 26 - May 2		<input type="checkbox"/> Detector <input type="checkbox"/> Other	<input type="checkbox"/> Leak at: <input type="checkbox"/> No leaks	°F or °C	<input type="checkbox"/> Fail <input type="checkbox"/> Pass

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MAY 2010

Monitor once each week. Write an "M" on each day you monitor.

Monday	Tuesday	Wednesday	Thursday	Friday	Sat.	Sun.
5/3	5/4	5/5	5/6	5/7	5/8	5/9
5/10	5/11	5/12	5/13	5/14	5/15	5/16
5/17	5/18	5/19	5/20	5/21	5/22	5/23
5/24	5/25	5/26	5/27	5/28	5/29	5/30

WEEKLY MONITORING RESULTS

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Week of	Date Monitored	Leak Check Method	Location of Perc Leaks	Temp. Maximum = 45°F / 7.2°C	Temp. Pass or Fail?
May 3 - 9		<input type="checkbox"/> Detector <input type="checkbox"/> Other	<input type="checkbox"/> Leak at: <input type="checkbox"/> No leaks	°F or °C	<input type="checkbox"/> Fail <input type="checkbox"/> Pass
May 10 - 16		<input type="checkbox"/> Detector <input type="checkbox"/> Other	<input type="checkbox"/> Leak at: <input type="checkbox"/> No leaks	°F or °C	<input type="checkbox"/> Fail <input type="checkbox"/> Pass
May 17 - 23		<input type="checkbox"/> Detector <input type="checkbox"/> Other	<input type="checkbox"/> Leak at: <input type="checkbox"/> No leaks	°F or °C	<input type="checkbox"/> Fail <input type="checkbox"/> Pass
May 24 - 30		<input type="checkbox"/> Detector <input type="checkbox"/> Other	<input type="checkbox"/> Leak at: <input type="checkbox"/> No leaks	°F or °C	<input type="checkbox"/> Fail <input type="checkbox"/> Pass

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Date discovered:			
Date parts ordered:			
Date Parts Received:			
Date Repair Completed:			
Repair Deadlines Met?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

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PERC PURCHASES

Date	Amount
Total	

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JUNE 2010

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Monday	Tuesday	Wednesday	Thursday	Friday	Sat.	Sun.
5/31	June 1	6/2	6/3	6/4	6/5	6/6
6/7	6/8	6/9	6/10	6/11	6/12	6/13
6/14	6/15	6/16	6/17	6/18	6/19	6/20
6/21	6/22	6/23	6/24	6/25	6/26	6/27

WEEKLY MONITORING RESULTS

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Week of	Date Monitored	Leak Check Method	Location of Perc Leaks	Temp. Maximum = 45°F / 7.2°C	Temp. Pass or Fail?
May 3 - 9		<input type="checkbox"/> Detector <input type="checkbox"/> Other	<input type="checkbox"/> Leak at: <input type="checkbox"/> No leaks	°F or °C	<input type="checkbox"/> Fail <input type="checkbox"/> Pass
May 10 - 16		<input type="checkbox"/> Detector <input type="checkbox"/> Other	<input type="checkbox"/> Leak at: <input type="checkbox"/> No leaks	°F or °C	<input type="checkbox"/> Fail <input type="checkbox"/> Pass
May 17 - 23		<input type="checkbox"/> Detector <input type="checkbox"/> Other	<input type="checkbox"/> Leak at: <input type="checkbox"/> No leaks	°F or °C	<input type="checkbox"/> Fail <input type="checkbox"/> Pass
May 24 - 30		<input type="checkbox"/> Detector <input type="checkbox"/> Other	<input type="checkbox"/> Leak at: <input type="checkbox"/> No leaks	°F or °C	<input type="checkbox"/> Fail <input type="checkbox"/> Pass

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Date discovered:			
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Repair Deadlines Met?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

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PERC PURCHASES

Date	Amount
Total	

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JULY 2010

Monitor once each week. Write an "M" on each day you monitor.

Monday	Tuesday	Wednesday	Thursday	Friday	Sat.	Sun.
6/28	6/29	6/30	July 1	7/2	7/3	7/4
7/5	7/6	7/7	7/8	7/9	7/10	7/11
7/12	7/13	7/14	7/15	7/16	7/17	7/18
7/19	7/20	7/21	7/22	7/23	7/24	7/25
7/26	7/27	7/28	7/29	7/30	7/31	August 1

WEEKLY MONITORING RESULTS

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Week of	Date Monitored	Leak Check Method	Location of Perc Leaks	Temp. Maximum = 45°F / 7.2°C	Temp. Pass or Fail?
June 28 - July 4		<input type="checkbox"/> Detector <input type="checkbox"/> Other	<input type="checkbox"/> Leak at: <input type="checkbox"/> No leaks	°F or °C	<input type="checkbox"/> Fail <input type="checkbox"/> Pass
July 5 - 11		<input type="checkbox"/> Detector <input type="checkbox"/> Other	<input type="checkbox"/> Leak at: <input type="checkbox"/> No leaks	°F or °C	<input type="checkbox"/> Fail <input type="checkbox"/> Pass
July 12 - 18		<input type="checkbox"/> Detector <input type="checkbox"/> Other	<input type="checkbox"/> Leak at: <input type="checkbox"/> No leaks	°F or °C	<input type="checkbox"/> Fail <input type="checkbox"/> Pass
July 19 - 25		<input type="checkbox"/> Detector <input type="checkbox"/> Other	<input type="checkbox"/> Leak at: <input type="checkbox"/> No leaks	°F or °C	<input type="checkbox"/> Fail <input type="checkbox"/> Pass
July 26 - Aug 1		<input type="checkbox"/> Detector <input type="checkbox"/> Other	<input type="checkbox"/> Leak at: <input type="checkbox"/> No leaks	°F or °C	<input type="checkbox"/> Fail <input type="checkbox"/> Pass

REPAIRS FOR LEAKS or FAILED TEMPERATURE

Date discovered:			
Date parts ordered:			
Date Parts Received:			
Date Repair Completed:			
Repair Deadlines Met?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

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PERC PURCHASES

Date	Amount
Total	

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AUGUST 2010

Monitor once each week. Write an "M" on each day you monitor.

Monday	Tuesday	Wednesday	Thursday	Friday	Sat.	Sun.
8/2	8/3	8/4	8/5	8/6	8/7	8/8
8/9	8/10	8/11	8/12	8/13	8/14	8/15
8/16	8/17	8/18	8/19	8/20	8/21	8/22
8/23	8/24	8/25	8/26	8/27	8/28	8/29

WEEKLY MONITORING RESULTS

LEAKS: During operation, check: gaskets (door, filter and other), pumps, valves, seals, pipe & hose connections and any other potential perc leak location.
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Week of	Date Monitored	Leak Check Method	Location of Perc Leaks	Temp. Maximum = 45°F / 7.2°C	Temp. Pass or Fail?
Aug 2 - 8		<input type="checkbox"/> Detector <input type="checkbox"/> Other	<input type="checkbox"/> Leak at: <input type="checkbox"/> No leaks	°F or °C	<input type="checkbox"/> Fail <input type="checkbox"/> Pass
Aug 9 - 15		<input type="checkbox"/> Detector <input type="checkbox"/> Other	<input type="checkbox"/> Leak at: <input type="checkbox"/> No leaks	°F or °C	<input type="checkbox"/> Fail <input type="checkbox"/> Pass
Aug 16 - 22		<input type="checkbox"/> Detector <input type="checkbox"/> Other	<input type="checkbox"/> Leak at: <input type="checkbox"/> No leaks	°F or °C	<input type="checkbox"/> Fail <input type="checkbox"/> Pass
Aug 23 - 29		<input type="checkbox"/> Detector <input type="checkbox"/> Other	<input type="checkbox"/> Leak at: <input type="checkbox"/> No leaks	°F or °C	<input type="checkbox"/> Fail <input type="checkbox"/> Pass

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Date discovered:			
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Date Repair Completed:			
Repair Deadlines Met?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

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PERC PURCHASES

Date	Amount
Total	

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SEPTEMBER 2010

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Monday	Tuesday	Wednesday	Thursday	Friday	Sat.	Sun.
8/30	8/31	September 1	9/2	9/3	9/4	9/5
9/6	9/7	9/8	9/9	9/10	9/11	9/12
9/13	9/14	9/15	9/16	9/17	9/18	9/19
9/20	9/21	9/22	9/23	9/24	9/25	9/26
9/27	9/28	9/29	9/30	October 1	10/2	10/3

WEEKLY MONITORING RESULTS

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Week of	Date Monitored	Leak Check Method	Location of Perc Leaks	Temp. Maximum = 45°F / 7.2°C	Temp. Pass or Fail?
Aug 30 - Sept 5		<input type="checkbox"/> Detector <input type="checkbox"/> Other	<input type="checkbox"/> Leak at: <input type="checkbox"/> No leaks	°F or °C	<input type="checkbox"/> Fail <input type="checkbox"/> Pass
Sept 6 - 12		<input type="checkbox"/> Detector <input type="checkbox"/> Other	<input type="checkbox"/> Leak at: <input type="checkbox"/> No leaks	°F or °C	<input type="checkbox"/> Fail <input type="checkbox"/> Pass
Sept 13 - 19		<input type="checkbox"/> Detector <input type="checkbox"/> Other	<input type="checkbox"/> Leak at: <input type="checkbox"/> No leaks	°F or °C	<input type="checkbox"/> Fail <input type="checkbox"/> Pass
Sept 20 - 26		<input type="checkbox"/> Detector <input type="checkbox"/> Other	<input type="checkbox"/> Leak at: <input type="checkbox"/> No leaks	°F or °C	<input type="checkbox"/> Fail <input type="checkbox"/> Pass
Sept 27 - Oct 3		<input type="checkbox"/> Detector <input type="checkbox"/> Other	<input type="checkbox"/> Leak at: <input type="checkbox"/> No leaks	°F or °C	<input type="checkbox"/> Fail <input type="checkbox"/> Pass

REPAIRS FOR LEAKS or FAILED TEMPERATURE

Date discovered:			
Date parts ordered:			
Date Parts Received:			
Date Repair Completed:			
Repair Deadlines Met?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

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PERC PURCHASES

Date	Amount
Total	

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OCTOBER 2010

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Monday	Tuesday	Wednesday	Thursday	Friday	Sat.	Sun.
10/4	10/5	10/6	10/7	10/8	10/9	10/10
10/11	10/12	10/13	10/14	10/15	10/16	10/17
10/18	10/19	10/20	10/21	10/22	10/23	10/24
10/25	10/26	10/27	10/28	10/29	10/30	10/31

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Oct 4 - 10		<input type="checkbox"/> Detector <input type="checkbox"/> Other	<input type="checkbox"/> Leak at: <input type="checkbox"/> No leaks	°F or °C	<input type="checkbox"/> Fail <input type="checkbox"/> Pass
Oct 11 - 17		<input type="checkbox"/> Detector <input type="checkbox"/> Other	<input type="checkbox"/> Leak at: <input type="checkbox"/> No leaks	°F or °C	<input type="checkbox"/> Fail <input type="checkbox"/> Pass
Oct 18 - 24		<input type="checkbox"/> Detector <input type="checkbox"/> Other	<input type="checkbox"/> Leak at: <input type="checkbox"/> No leaks	°F or °C	<input type="checkbox"/> Fail <input type="checkbox"/> Pass
Oct 25 - Oct 31		<input type="checkbox"/> Detector <input type="checkbox"/> Other	<input type="checkbox"/> Leak at: <input type="checkbox"/> No leaks	°F or °C	<input type="checkbox"/> Fail <input type="checkbox"/> Pass

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Date discovered:			
Date parts ordered:			
Date Parts Received:			
Date Repair Completed:			
Repair Deadlines Met?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

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PERC PURCHASES

Date	Amount
Total	

Keep receipts for these perc purchases on site for 5 years.

NOVEMBER 2010

Monitor once each week. Write an "M" on each day you monitor.

Monday	Tuesday	Wednesday	Thursday	Friday	Sat.	Sun.
November 1	11/2	11/3	11/4	11/5	11/6	11/7
11/8	11/9	11/10	11/11	11/12	11/13	11/14
11/15	11/16	11/17	11/18	11/19	11/20	11/21
11/22	11/23	11/24	11/25	11/26	11/27	11/28

WEEKLY MONITORING RESULTS

LEAKS: During operation, check: gaskets (door, filter and other), pumps, valves, seals, pipe & hose connections and any other potential perc leak location.
****USE PERC DETECTOR at least once each month.**
Sight, smell and feel is other leak check method.

TEMPERATURE: Read temp. of perc laden air after it passes over the refrigerated condenser. If not sure where, ask maintenance man or manufacturer.

Week of	Date Monitored	Leak Check Method	Location of Perc Leaks	Temp. Maximum = 45°F / 7.2°C	Temp. Pass or Fail?
Nov 1 - 7		<input type="checkbox"/> Detector <input type="checkbox"/> Other	<input type="checkbox"/> Leak at: <input type="checkbox"/> No leaks	°F or °C	<input type="checkbox"/> Fail <input type="checkbox"/> Pass
Nov 8 - 14		<input type="checkbox"/> Detector <input type="checkbox"/> Other	<input type="checkbox"/> Leak at: <input type="checkbox"/> No leaks	°F or °C	<input type="checkbox"/> Fail <input type="checkbox"/> Pass
Nov 15 - 21		<input type="checkbox"/> Detector <input type="checkbox"/> Other	<input type="checkbox"/> Leak at: <input type="checkbox"/> No leaks	°F or °C	<input type="checkbox"/> Fail <input type="checkbox"/> Pass
Nov 22 - 28		<input type="checkbox"/> Detector <input type="checkbox"/> Other	<input type="checkbox"/> Leak at: <input type="checkbox"/> No leaks	°F or °C	<input type="checkbox"/> Fail <input type="checkbox"/> Pass

REPAIRS FOR LEAKS or FAILED TEMPERATURE

Date discovered:			
Date parts ordered:			
Date Parts Received:			
Date Repair Completed:			
Repair Deadlines Met?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

REPAIR DEADLINE if no parts are needed: 24 hours after discovery.

DEADLINES if parts are needed:
a) **ORDER** parts within **2 working days** of discovery;
b) **INSTALL** parts (complete repair) within **5 working days** of receipt.

PERC PURCHASES

Date	Amount
Total	

Keep receipts for these perc purchases on site for 5 years.

DECEMBER 2010

Monitor once each week. Write an "M" on each day you monitor.

Monday	Tuesday	Wednesday	Thursday	Friday	Sat.	Sun.
11/29	11/30	December 1	12/2	12/3	12/4	12/5
12/6	12/7	12/8	12/9	12/10	12/11	12/12
12/13	12/14	12/15	12/16	12/17	12/18	12/19
12/20	12/21	12/22	12/23	12/24	12/25	12/26
12/27	12/28	12/29	12/30	12/31	Jan 1	2/2

WEEKLY MONITORING RESULTS

LEAKS: During operation, check: gaskets (door, filter and other), pumps, valves, seals, pipe & hose connections and any other potential perc leak location.
****USE PERC DETECTOR at least once each month.**
Sight, smell and feel is other leak check method.

TEMPERATURE: Read temp. of perc laden air after it passes over the refrigerated condenser. If not sure where, ask maintenance man or manufacturer.

Week of	Date Monitored	Leak Check Method	Location of Perc Leaks	Temp. Maximum = 45°F / 7.2°C	Temp. Pass or Fail?
Nov 29 - Dec 5		<input type="checkbox"/> Detector <input type="checkbox"/> Other	<input type="checkbox"/> Leak at: <input type="checkbox"/> No leaks	°F or °C	<input type="checkbox"/> Fail <input type="checkbox"/> Pass
Dec 6 - 12		<input type="checkbox"/> Detector <input type="checkbox"/> Other	<input type="checkbox"/> Leak at: <input type="checkbox"/> No leaks	°F or °C	<input type="checkbox"/> Fail <input type="checkbox"/> Pass
Dec 13 - 19		<input type="checkbox"/> Detector <input type="checkbox"/> Other	<input type="checkbox"/> Leak at: <input type="checkbox"/> No leaks	°F or °C	<input type="checkbox"/> Fail <input type="checkbox"/> Pass
Dec 20 - 26		<input type="checkbox"/> Detector <input type="checkbox"/> Other	<input type="checkbox"/> Leak at: <input type="checkbox"/> No leaks	°F or °C	<input type="checkbox"/> Fail <input type="checkbox"/> Pass
Dec 27 - Jan 2		<input type="checkbox"/> Detector <input type="checkbox"/> Other	<input type="checkbox"/> Leak at: <input type="checkbox"/> No leaks	°F or °C	<input type="checkbox"/> Fail <input type="checkbox"/> Pass

REPAIRS FOR LEAKS or FAILED TEMPERATURE

Date discovered:			
Date parts ordered:			
Date Parts Received:			
Date Repair Completed:			
Repair Deadlines Met?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

REPAIR DEADLINE if no parts are needed: 24 hours after discovery.

DEADLINES if parts are needed:

- a) **ORDER** parts within **2 working days** of discovery;
b) **INSTALL** parts (complete repair) within **5 working days** of receipt.

PERC PURCHASES

Date	Amount
Total	

Keep receipts for these perc purchases on site for 5 years.



DEQ

ROLLING 12-MONTH TOTALS – PERC PURCHASED

Calendar year: **2010**

YEAR	Month	PERC PURCHASES FOR THE MONTH
2009	January	
2009	February	
2009	March	
2009	April	
2009	May	
2009	June	
2009	July	
2009	August	
2009	September	
2009	October	
2009	November	
2009	December	
2010	January	
2010	February	
2010	March	
2010	April	
2010	May	
2010	June	
2010	July	
2010	August	
2010	September	
2010	October	
2010	November	
2010	December	

What is a Rolling 12-Month Total? Simply stated, you calculate a 12-month total at the end of each month for the previous 12 months.

For example, at the end of August, add the numbers for August, July, June, May, April, March, February, January, December, November, October, and September. You totaled 12 months.

OR

Here is another way to think of it and to calculate it: At the end of a calendar year, add the numbers for January through December. You have a 12-month total. When January is over, add January to the total. You now have a 13 month total. That is too many. Next, subtract LAST January. You again have a 12 month total. When February is over, add February to the previous 12-month total but subtract LAST February. When March is over, add March to the previous 12-month total but subtract LAST March. This procedure always leaves you with 12 months in the total.

12-MONTH TOTAL	Months to add to get 12-Month Total
	← Add Jan 2009 through Dec 2009
	← Add Feb 2009 through Jan 2010
	← Add March 2009 through Feb 2010
	← Add April 2009 through March 2010
	← Add May 2009 through April. 2010
	← Add June 2009 through May 2010
	← Add July 2009 through June 2010
	← Add Aug 2009 through July 2010
	← Add Sept 2009 through Aug 2010
	← Add Oct 2009 through Sept 2010
	← Add Nov 2009 through Oct 2010
	← Add Dec 2009 through Nov 2010
	← Add Jan through Dec 2010

If no perc purchased in a month enter zero. Get a 12-month total even though no perc was purchased. EPA's Drycleaner regulation requires perc receipts and these 12-month totals to be on site for 5 years.